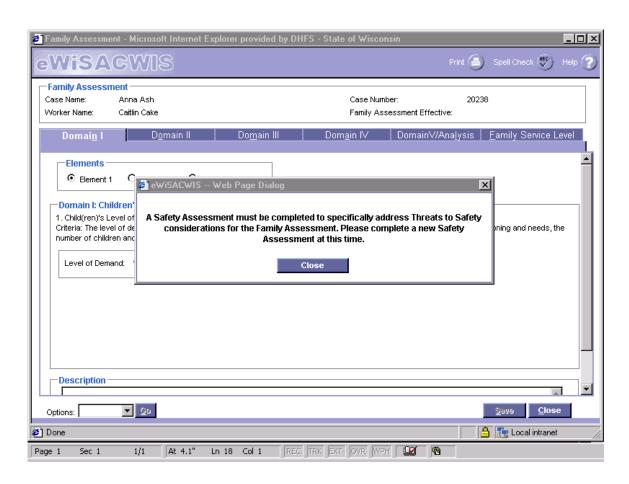
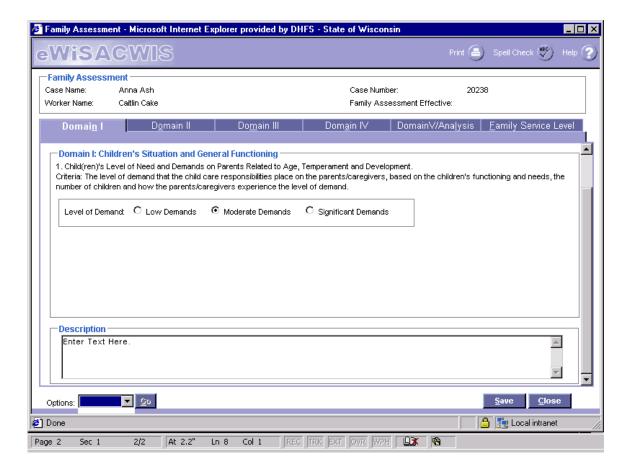
Creating a Family Assessment

- 1. The Family Assessment is to be completed when there are CPS concerns for a child and the Case is referred for Ongoing Services. It is important to complete the Family Assessment in eWiSACWIS as the Case Plan and Case Progress Evaluation will pre-fill from the Family Assessment.
- 2. From the desktop, go up to Create > Casework. Select Family Assessment from the Family Assessment Category. Select the family in which the assessment is to be completed on. The assessment is to be completed on the entire family so selecting a case participant is not required. Select Create.
- 3. The Family Assessment window will open. A Pop up Message will appear immediately. The message will read "A Safety Assessment must be completed to specifically address Threats to Safety considerations for the Family Assessment. Please Complete a new Safety Assessment at this time". This message is a reminder that a Safety Assessment must be completed. If the Safety Assessment was completed, click on the Close button to begin the Family Assessment. If the Safety Assessment was not completed, close out of the Family Assessment and create a Safety Assessment for this case.



4. The Family Assessment box contains the Case Name, Worker Name, Case Number, and Date the Family Assessment is effective. The page also contains six tabs. The first tab to be explained is the Domain I Tab.

Domain I Tab consists of three elements. Each element has a Radio Button. Select each radio button to review and document information relating to each element. Element One requires a Radio Button to be selected to determine the level of demand. On the bottom of the page is also a description box. This is a free flow text box that will allow a narrative to be entered. Go to Domain I, Element Two.

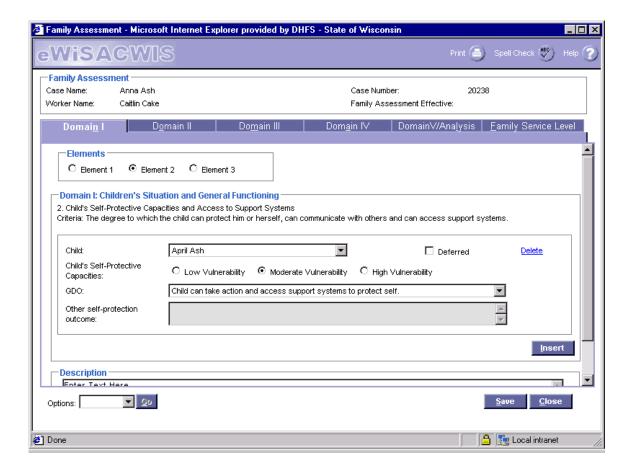


5. Element Two of Domain I will address the concerns of each child. Select the child from the drop down list. To the right of the drop down list is a box with Deferred next to it. Check of the box if the Goal is to be deferred to a later time. There is also a Delete hyperlink next to the deferred box. This will delete the Goal from the Family Assessment.

Next to the Child's Self Protective Capacities are three choices with Radio Buttons. Select the appropriate Radio Button.

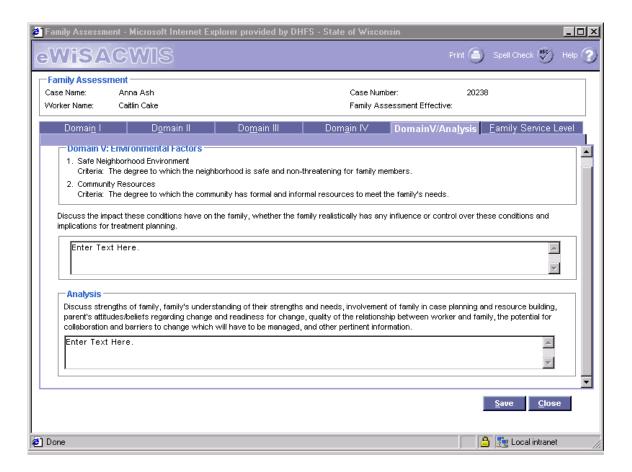
The next field is GDO (General Desired Outcome). From the drop down value select the appropriate value. If 'Other' is selected, the Other Self-Protection Outcome box will become enabled. A narrative is required to justify the reason of other.

Finally, the Insert at the bottom right side of the screen will allow additional children and GDO's to be entered for this Element.



6. Remember to complete each Element for each Domain.

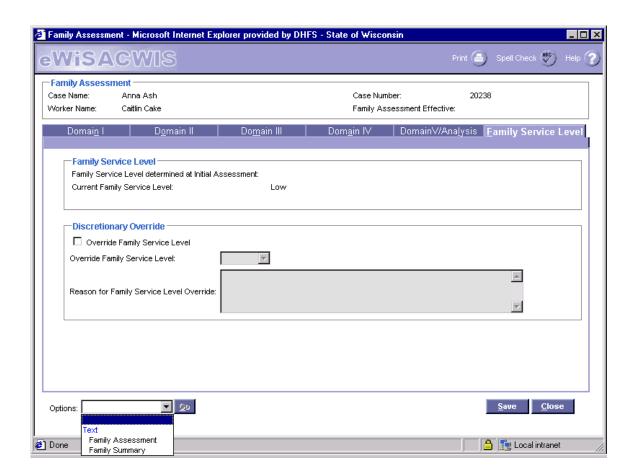
- 7. Now complete Domain's II, III, IV, V and Elements of each Domain in the same manner as outlined above.
- 8. On Domain V/Analysis Tab, the Analysis section is on the same page as Domain V. The Analysis section is a user entered narrative box. Complete the narrative section and move on to the Family Service Level Tab.



9. The Family Service Level Box will pre-fill with the Family Service Level determined at the time of the Initial Assessment. The redetermined Family Service Level will pre-fill after the Family Assessment has been completed.

There is a Discretionary Override Box. The Override is to be used if the case manager does not agree with the system determined Family Service Level. The case manager would check off the Override box, select a value from the drop down list for the Override Family Service Level. This will require a narrative to justify the reason for the override. Supervisory Approval is required for Overrides.

10. On the bottom left of the screen is an Options box. The Family Assessment and Family Summary Templates are listed. Selecting one of the values and clicking Go can access the printable copy. The template will open and allow a copy to be printed.



11. Finally, go back to Domain I. On the bottom of the screen is the Options box. Click on the box, select Approval and select Go. This will send the Family Assessment for supervisory approval.

